

Instructions to place a “pre-set” phone list using AT&T’s Demand “Blast-up” Service

Call AT&T at (800)545-4387

State you want to schedule a pre-set list.

You will be asked for the following items.

- federal calling card number
- your name and phone number
- how many ports/lines on each preset list
- controller name and phone number*
- name and phone number for all other locations on the list

You will be given the following information.

- A phone number to a bridge (this should be pre-programmed in the local phone)
- A preset number/code starting with a “P” and followed by 5 digits; ex P12345

To use this service the host of the call must:

- Dial the bridge phone number (should be programmed in the local phone)
- Enter in the federal calling card number (should be programmed)
- Enter in the preset number code (ex. 12345)

NOTES:

* The controller name and phone number must be given to the AT&T representative when establishing the pre-set list. For example, if adding a WFO, the controller name can be any name (like a MIC), however, the controller number must be a WFO phone number staffed at all times and not regularly used. If a busy signal is received during a blast-up conference call, the office is no longer part of the call.

The following is from the AT&T user manual (slightly edited).

Demand Conference

This conference allows you to establish a conference for 3-55 conferees immediately, subject to port availability. All ports in use are guaranteed for the length of your conference. Both user-dialed and TeleConference Specialist-assisted conferences are available. The maximum duration of your conference is 999 hours. A Demand conference can bring your conferees together immediately for timely decision making.

Pre-Set Lists: If you use the Demand Conference type frequently with a set group of conferees, you may wish to establish preset lists. A preset list eliminates the need to dial each conferee whenever conferences are held with the same group. Using a preset list decreases conference set up time. Preset lists can be used with Demand and TeleConference Specialist-assisted Reserved conferences only. You must have an authorization code from your AT&T Federal Calling Card to set up a preset list. Several lists can be established.

To Set Up a Preset List

1. Obtain the names and phone numbers of your conferees.
2. Call an AT&T FTS2000 TeleConference Specialist (800)545-4387.
3. After establishing your preset list with the names and numbers you provide, the TeleConference Specialist will give you a 6-character preset list ID number like this example: **P45968**. (The **P** indicates a preset list and is not part of the 5 digit preset list ID number.) You will need this number to establish a conference or make changes to your list in the future.
4. Whenever you wish to use a preset list, give the 5-digit ID number when prompted by the TeleConference Specialist or conference bridge. (Be sure to wait for the prompt before entering the 5-digit preset list ID).

Preset List P45968

John Smith	301-393-5968
Linda Jones	202-423-0647
Mike James	703-688-2493 ext. 6978*

* Extension numbers cannot be dialed by the conference bridge.

3 ESTABLISHING A DEMAND CONFERENCE

To establish a User-Dialed Demand conference, the controller dials the conference bridge directly at the time the conference is to take place. The controller must use a touch tone phone to reach the conference bridge and must have their AT&T Federal Calling Card authorization code available. The conference bridge is fully automated and will prompt the controller for information with recorded instructions. Follow the directions of the bridge to establish the conference. The controller may establish a User-Dialed Demand conference by: dialing each conferee individually, or using a preset list where individuals are dialed automatically by the bridge (simultaneously).

How to Establish a User-Dialed Demand Conference Using a Preset List

These procedures assume you have already established a preset list as discussed in section 2. If you are unable to reach a conferee and wish to try again after the conference has started, follow the Add-On procedures shown on pages 3-5.

1	<p>ON-NET DIALING: (For those who still have FTS2000 capability) Dial TeleConference bridge number of your choice. (See step 2)</p> <p>OFF-NET DIALING: (For those who's FTS2000 capability has been turned off) Dial 1-800-4FEDCRD (1-800-433-3273). When prompted, enter the TeleConference bridge number of your choice. Proceed to step 3.</p>										
2	<p>AT&T FTS2000 TeleConference Bridge Numbers:</p> <table> <tr> <td>Washington, DC</td><td>700-991-1100</td></tr> <tr> <td>Chicago, IL</td><td>700-991-2100</td></tr> <tr> <td>Atlanta, GA</td><td>700-991-3100</td></tr> <tr> <td>Oakland, CA</td><td>700-991-4100</td></tr> <tr> <td>Washington, DC</td><td>700-991-5100</td></tr> </table>	Washington, DC	700-991-1100	Chicago, IL	700-991-2100	Atlanta, GA	700-991-3100	Oakland, CA	700-991-4100	Washington, DC	700-991-5100
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Atlanta, GA	700-991-3100										
Oakland, CA	700-991-4100										
Washington, DC	700-991-5100										
3	<p>ON-NET DIALING: Proceed to step 4.</p> <p>OFF-NET DIALING: When prompted, enter the authorization code from your AT&T Federal Calling Card to access the FTS2000 network.</p>										
4	Recorded instructions begin. Enter the authorization code from your AT&T Federal Calling Card to access the FTS2000 TeleConferencing Service.										
5	Enter your 5-digit preset list ID. You will be placed on the conference and all conferee phone number will be dialed automatically.										

NOTE: Demand conferences are subject to port availability. All ports used are guaranteed for the duration of the conference. If you request ports and do not use them, they are not guaranteed to be available later.

Adding Conferees

Controllers may add conferees during the conference. The conference bridge or TeleConference Specialist will inform the controller if ports are available. Conferees may be added to a Demand conference as follows:

- **User-Dialed Demand Conference**

1. Press # to leave the conference and listen to the recorded instructions.
2. Dial the conferee's telephone number:
On-net (10-digit FTS2000 number)
Off-net (10-digits; area code + 7 digits)
When the party answers --
Press # to add the party to the conference or * to drop the connection.
3. Repeat step 2 to add other locations.
4. To rejoin the conference - press # .
For assistance during conferee add-on, press 0 after recorded instructions.

- **TeleConference Specialist-Assisted Demand Conference**

1. Press # , listen to recorded instructions, then press 0 to reach a TeleConference Specialist.
2. Give the TeleConference Specialist the additional names and telephone numbers.